



Community Development Department
City of Fridley
6431 University Avenue NE
Fridley MN 55432
763.572.3592
Fax: 763.571.1287
www.fridleymn.gov

SUBDIVISION APPLICATION FOR:

Plat _____ **Lot Split** _____

Property Information

Address: _____
Anoka County Property Identification Number (PIN #): _____
Legal Description: _____
Current Zoning: _____ Square footage of Parcel: _____

Reason for Subdivision (one sentence summary, please attached full description)

Fee/Property Owner Information (as it appears on property title)

****Fee owner must sign this form prior to processing**

Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

Petitioner Information

Company Name (please print): _____
Contact Person's Name (please print): _____
Mailing address: _____
City: _____ State: _____ Zip code: _____
Daytime Phone: _____ Fax Number: _____
Cell Phone: _____ E-mail address: _____

Signature/Date: _____

FOR OFFICE USE ONLY

Fees

Plat: \$1,500 for 20 Lots, \$15.00 for each additional lot _____

Lot Split: \$1,250 _____

Application Number: _____ Receipt #: _____ Received By: _____

Application Date: _____

15 Day Application Complete Notification Date: _____

Scheduled Planning Commission Date: _____

Scheduled City Council Date: _____

60 Day Date: _____

60 Day Extension Date: _____

**SUBDIVISION APPLICATION
SUBMISSION CHECKLIST**

The following shall be the minimum submission requirements when submitting a Subdivision application. Applications will not be accepted if the following is NOT submitted.

Item	FOR OFFICE USE ONLY		
	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Application is considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
For Lot Splits – To scale certificate of survey, by a licensed surveyor. Showing north arrow, existing and proposed lot lines, existing and proposed legal descriptions, existing improvements, etc. Must be signed by a registered surveyor.			
For Plats – A preliminary plat showing north arrow, existing and proposed lot lines, existing and proposed legal descriptions, easements, spot elevations, existing improvements, etc. Must be signed by a registered surveyor.			

Plans to be submitted should include three (3) FOLDED full size copies, with one (1) 11x17 to-scale reduction and one (1) 8 ½ x 11 reduction and an electronic pdf file via e-mail or CD.

The City reserves the right, based on a case by case analysis, to waive any of the above requirements.

The City also reserves the right, to require additional submittal items if it is deemed necessary to act upon the vacation.



Community Development Department

Subdivision Process

Purpose:	A subdivision is the process to legally create a new parcel of land for development purposes. Subdivisions occur in one of two ways; the lot split or the plat.
Lot Splits:	An existing parcel of land may be subdivided into two or more parcels by this method when each parcel is a simple-fractional part of the existing parcel. For example – “the east ½ of Lot 25, Block Q, Taurus Addition”, or “the west 50 feet of Lox X.”
Plats:	Plats are required to subdivide parcels of land which require complex descriptions using angles, bearings, dimensions, etc. These types of descriptions are commonly known as “metes and bounds.” A Plat will create simple “lot and block” descriptions.

The Lot Split and Plat process begins by filling out a SUBDIVISION APPLICATION. A complete application, along with the necessary submittal requirements (found in this packet) must be submitted to the Planning Staff. A \$1,250.00 fee is associated with a Lot Split application and a \$1,500.00 fee (up to 20 lots) and \$15.00 for each additional lot is associated with a Plat application. Fees are non-refundable and are used for postage, publication of notices, staff time and other expenses associated with the request.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments. The impacts to adjacent properties are discussed and if the application is considered complete, stipulations are developed. State Statue 15.99 gives City's 15 business days to review land use applications, such as a Subdivision to determine if they are complete. If your application is considered complete, you will be mailed a letter to that effect, with the corresponding Planning Commission and City Council meeting dates. If your application is considered incomplete, staff will return it to you for completion.

If your application is considered complete, a mailing list of all properties within a 350 ft. radius of the property is generated. Notice of the request is then sent by the City to those property owners within 350 ft. There is approximately four weeks between the application due date and the Planning Commission meeting.

State Statue 15.99 requires that the City must approve or deny an applicant's land use application within 60 days. A plat, however, is exempt from this rule, because additional time is needed to allow review by the Anoka County Surveyor's Office before it can come back to the City Council for Final Plat approved.

Prior to the Planning Commission meeting, a staff report including recommended stipulations is written with a staff recommendation.

Subdivision Process Continued

The Planning Commission is made up of seven residents of the community. The meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all Lot Split and Plat requests. The Subdivision request then is reviewed by the City Council. If a Plat is approved by the City Council, the applicant needs to bring the plat to the Anoka County Surveyor's office for their review. Once Anoka County has reviewed and approved the plat, the applicant needs to have the final mylars prepared by their surveyor and then submit them to the City Council for Final Plat approval. Once the plat has been signed by the Mayor and the City Clerk, the applicant can take the Plat to Anoka County to record it.

Additional information regarding the Subdivision process may be obtained by calling the City of Fridley Planning Department at 763-572-3595 or 763-572-3599.
